

**Tempe Fire Department Policies and Procedures**  
**Stand-By Duty**  
**305.06**  
**Rev 5-11-07**

**PURPOSE**

To establish a policy regarding scheduling of fire inspectors and trading of on-call shifts and stand-by pay.

**SCOPE**

The Tempe Fire Department is committed to the development and maintenance of an effective and efficient fire investigation capability. Stand-by compensation is intended to guarantee that appropriately trained fire inspectors will respond to an incident when called within a certain prescribed timeframe.

**PROCEDURE**

**INVESTIGATOR CALL-OUT SCHEDULING**

Within 30 days prior to the end of a calendar year, or when the need arises due the loss or addition of investigative personnel, the Investigators shall determine a new call-out schedule. The new annual schedule must be in place by December 15<sup>th</sup> of the prior year.

Any agreed upon to decide duration and rotation of the schedule is permissible. If a consensus cannot be reached, then the following shall apply.

1. Rotation is per the standing , schedule except that:
  - If adding in individual to the rotation, that person becomes last in the rotation. The first person in the rotation is that person that draws New Years Day, in order of the last years rotation. If an existing schedule is near expiration, the added individual may take shifts from each person to finish the existing schedule.
  - If losing an individual from the rotation, the remaining investigators may choose either to pick-up their share of the now open slots, or rewrite the calendar. For scheduling purposes, if consensus cannot be met, existing members will pick-up open slots rotationally.
2. Duration is one week, starting at 8:00 a.m. on Thursdays.

Every effort must be made to ensure that the same personnel do not have an unfair number of holidays on their schedule, when compared to other personnel, or that personnel are not scheduled for back to back major holidays (Thanksgiving, Christmas, New Years). A deviation of 2-3 holidays per the City of Tempe schedule is not considered unfair, but a deviation of 4+ is considered unfair. Further, it is not intended that the same personnel work the same holidays each year. Fairness must be considered.

When the schedule is drafted, personnel should do time-trades for known time-off needs on the schedule, i.e. Anniversary's, Birthdays, Vacations. The intent is to ensure that the calendar is covered and individual personal needs are met. Different holidays may have special significance to different employees.

If personnel cannot agree on time trades, the schedule stands as written.

The Fire Marshal is the final authority in the division regarding personnel and staffing issues. During emergencies or other unforeseen circumstances, all personnel may be assigned call-out at any time, regardless of the schedule.

**LEAVE/MANAGEMENT LEAVE**

Fire inspectors shall consult the stand-by duty schedule prior to requesting leave. Should an inspector require leave during a stand-by week, the inspector shall be responsible for providing a replacement from one of the other

eligible inspectors for stand-by duty. Should another inspector not be available, the request for leave will be denied.

An inspector requesting leave while on stand-by will require approval from the Fire Marshal or Fire Chief.

### **ELIGIBILITY/PAY RATE**

Only non-exempt employees are eligible for stand-by duty and shall be compensated at the City of Tempe stand-by rate. Stand-by compensation will not be paid in conjunction with any other type of compensation (regular pay rate, shift pay, overtime, callback, etc.).

Stand-by compensation ceases when an investigator receives a call for service and resumes when the call for service is completed or when the one or two hour callback pay minimums expire if the service call is completed in less than one or two hours.

### **NOTIFICATION**

While on stand-by, the inspector must be fit for work, accessible by phone or any other communication device provided by the Department. The inspector must be able to respond to any call-out and arrive at any scene within 30 minutes of notification.

### **MISCELLANEOUS**

- The inspector that is on-call, working in the rotation of the stand-by duty shall be available for night inspections and any special event that may occur during a shift.
- The fire inspector on stand-by shall maintain the investigations vehicle at his/her residence for after hour responses. This will enable the inspector to respond to incidents in a timely manner.